



Board Meeting
Wednesday 21 August 2024 at 7.07 pm via Zoom.

MINUTES

TOPIC	DISCUSSION & DECISION	ACTION
1) Welcome	The President welcomed everyone to the meeting. Bernard congratulated CEO Rob McGuire who was recently awarded Life Membership of the Buckingham Bowls Club.	
2) Present	Bernard Knight (President), John Glisson, Lynne McDougall, Leonie Price, Phil Prouse, Tracey Little and Rob McGuire – CEO (Observer).	
3) Apologies	David Back (Treasurer), Jane Pickett and Carolyn Docking – BA CSM Tasmania (Observer)	
4) Declaration of Conflict of Interest	Nil	
5) Minutes of Previous Meeting (a) Confirmation of Minutes:	Moved: John Glisson Seconded: Leonie Price “that the minutes of the meetings on 17 June 2024 and 8 August 2024 be accepted as a true and accurate record”. Carried	

<p>(b) Matters Arising - Action Item List:</p> <ul style="list-style-type: none"> • Satellite Coach. • BowlsLearn. • Tasmania Tridents v's Another BPL Team. 	<p>At its meeting in May 2024, the Board considered a draft position description for the Satellite Coach position removing all BA work from the role to make it more BTAS specific. It was amended to state that it was a voluntary position paying an honorarium and was to be referred to Rebecca Van Asch before advertising the position – and this has been done. The position was advertised to clubs and on social media with expressions of interest closing on 16 August 2024. No expressions of interest were received. Board members were asked to identify anyone worth approaching for this position.</p> <p>At its meeting in October 2023, the Board agreed to contact participants when they register for BowlsLearn courses and advise them that they are expected to purchase an Officiating Manual, and the cost of same will be deducted from the course fee charged after the on-green assessments have been completed. The CEO reported that many people start courses but do not complete them. In addition, the home state of many enrolees is not stated in the BA reports. It was agreed to contact BA to see if enrolees can be contacted through BowlsLearn and given the opportunity to purchase an Officiating Manual when they enrol. This has not been done yet.</p> <p>Rebecca Van Asch had spoken to Steve Glasson from the BCiB Sydney Lions to investigate bringing them to Tasmania in the Winter. Nothing further has been actioned on this matter yet and it was agreed that this is not likely to happen.</p>	<p>Board Members to identify candidates.</p> <p>CEO to follow up with BA.</p> <p>CEO to contact BA to see if BowlsLearn can be amended accordingly.</p> <p>CEO to contact BowlsLearn enrolees.</p>
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<ul style="list-style-type: none"> • BPL style event during Winter 	<p>At its meeting in January 2024, the Board agreed to refer the suggestion that BTAS consider staging a BPL style event or similar to promote interest in the BPL and similarly provide essential practice for our State teams over the Winter months to the High-Performance Committee for its consideration.</p> <p>(A previous recommendation from the then State Chairman of Selectors, Trevor Docking and State Men’s Open Coach, Chris Dudman, to re-establish the ACT Test Series also needs to be referred to the High-Performance Committee.)</p>	<p>CEO to refer to High-Performance Committee.</p>
<ul style="list-style-type: none"> • High-Performance Committee 	<p>At its meeting on 8 August 2024, the Board approved the make-up of the High-Performance Committee as Bernard Knight (Chair), Chris Dudman, Courtney Hobbs, Phil Hobbs, Phil Prouse, Tracey Little and the CEO and resolved that the Committee should meet ASAP. The President has contacted Tracey Little and Courtney Hobbs and both have agreed to be on the High-Performance Committee. An agenda has been prepared for the first meeting of the Committee which will be held via Zoom at 7pm on Tuesday 27 August 2024.</p>	<p>CEO to refer to High-Performance Committee.</p>
<ul style="list-style-type: none"> • Volunteer Administration Assistant. 	<p>At the February 2024 Board meeting, it was agreed to seek formal approval from Centrelink to enable BTAS to employ staff to assist with the CEO workload. This has been done and Centrelink has approved the application. It was agreed to advertise through social media to try and find suitable staff to assist the CEO. One application was received, and an appointment was made, however, the successful applicant declined the position before she started Lynne McDougall contacted Workskills to see if they had anyone suitable on their books and a list of three potential applicants was provided, however, none were deemed suitable.</p>	

<ul style="list-style-type: none"> • Behavioural issues at Under 18 National Championships. • Recommendations from Coaches and Team Managers Reports and other behavioural issues from The Nationals. • Tasmanian Government funding for Tasmania Tridents. 	<p>It was agreed to keep looking for someone suitable who qualifies under Jobseeker. In the interim, rather than employ someone in the administration assistant role, subject to understanding what funds are available in the budget to employ someone, it was further agreed to investigate employing a variety of expertise on an as-needs basis to assist the CEO.</p> <p>Letters have been sent to the affected parties advising them of the outcome. BA is to write to all players, managers, coaches and parents involved in the Nationals 2023 advising them of the outcome but that has not yet been done.</p> <p>At the November 2023 Board meeting, Coach and Team Management Reports from the National Bowling Arm Championships and The Nationals were received and noted. Reports included recommendations for the future. At the February 2024 Board meeting, following concerns raised regarding alleged poor behaviour at the 2023 Nationals and at SWC in regard to one of our State teams, it was agreed that a number of changes will be made before and during The Nationals 2024. The Board agreed on recommendations from the CEO on proposed actions to be taken, or not to be taken.</p> <p>At the June 2024 Board meeting, ongoing funding by the Tasmanian Government was discussed and it was agreed not to take any further action at that stage. The CEO has since received advice from the Sport and Recreation Adviser to the Minister for Sport and Recreation that it thinks that funding will be in the State Budget but is not guaranteed.</p> <p>Approval was given out-of-session to sign and seal the BPL agreement and return it to BA and this has been done.</p>	<p>CEO, President and Treasurer to investigate further.</p> <p>CEO to contact BA to confirm that letters have been sent.</p> <p>CEO to action recommendations.</p>
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<ul style="list-style-type: none"> • Para Bowls – Player Eligibility. • Social Bowls Working Group. • Meeting with Regional Boards. 	<p>Lynne McDougall has obtained a list of IBD classifications for Tasmanian players but needs to check them with IBD’s Sheila Corcoran She has contacted all current players and will list their classifications on BowlsLink if the players agree.</p> <p>Lynne McDougall undertook to contact Colleen Fellows to see if future classification days could be held around the regions rather than just in Launceston.</p> <p>David Back will arrange a meeting of the Working Group in September 2024.</p> <p>At the February 2024 Board meeting it was agreed to meet with Regional Boards in 2024 as suggested by the CEO. This has not yet been arranged due to annual leave and more pressing work commitments of the CEO. It was subsequently agreed to meet with the regions as follows:</p> <ul style="list-style-type: none"> • Meet with the BNW Board on the North West Coast over lunch in conjunction with the announcement of Tasmania hosting The Nationals 2025. • In Hobart have a lunch meeting with the BTS Board at the BTAS Office conference room – early in October 2024. • Meet with the BN Board in Launceston during the new season, in conjunction with a State SWC event in Launceston. <p>It was further agreed that these meetings would be attended by the President, Treasurer and CEO and any local Board members – and Board members from other regions if they wish to attend.</p>	<p>Lynne McDougall to contact Sheila Corcoran and update classifications on BowlsLink.</p> <p>Lynne McDougall to contact Colleen Fellows.</p> <p>David Back to arrange meeting of the Working Group.</p> <p>CEO to action.</p>
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<ul style="list-style-type: none">• BA Integrity Education• Sponsorship Fundraising – Courtney Hobbs• Complaint Junior SWC 25 February 2024.• Suspensions.	<p>Bowls Australia has contacted BTAS and advised it that all BTAS Board and staff are required to complete the National Integrity Framework and the Sport Integrity Australia “Safeguarding Children and Young People in Sport Induction” online courses by 22 March 2024: This has been done by all except one Board member.</p> <p>Courtney Hobbs has been invited to a future Board meeting to present her ideas and suggestions re sponsorship. Courtney has agreed but could not attend the May 2024 meeting, but she will do so at a future Board meeting. It was agreed that Courtney be invited to attend the September 2024 meeting via Zoom.</p> <p>Advice has been received from Sports Integrity Australia that this matter is now closed. All parties involved and those who provided information to BTAS have been advised of the outcome.</p> <p>At the April 2024 Board meeting it was agreed that BTAS should work with BA and our regions to develop a suspension policy or procedures that could be used by all clubs that protects members, supports clubs, and ensures that penalties, when required, are substantive.</p> <p>This matter was raised at the RCC meeting in May 2024 where it was agreed that a committee should be formed and report back to the next RCC meeting with a draft policy – which should be sent to BA for its consideration.</p> <p>The Committee has been formed – consisting of Rob McGuire (Chair), Vicki Bassett (BN), Paul Matthews (BTS) and Barry Magnus (BNW). It is anticipated that the Committee will meet in early September 2024 with a view to presenting a draft policy to the next Board and RCC meetings.</p>	<p>Board Member to complete as soon as possible.</p> <p>CEO to contact Courtney Hobbs.</p> <p>CEO to arrange meeting of Committee.</p>
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<ul style="list-style-type: none"> • Gala Week March 2024 and State Pennant Finals April 2024 Matters Arising. • Bowls Australia Integrity Workshop. • Australian Taxation Office – Annual Self Review. • Board Portfolios 2024-25. • BTAS involvement in The Nationals 2025. 	<p>A number of issues arose during Gala Week and State Pennant Finals that were reported to the Board by the CEO. It was agreed that the CEO should look at these issues and come back to a future Board meeting with suggested resolutions. This has not yet been done.</p> <p>John Glisson attended the two-day workshop in Melbourne on 24 and 25 June 2024 to support the rollout of the National Integrity Framework. The focus of the workshop was the rollout of integrity education to grassroots bowls.</p> <p>Treasurer David Back has completed this self-review.</p> <p>President Bernard Knight has allocated Board portfolios. There is still an Appointed Director vacancy on the Board – appropriately skilled persons will be targeted to fill any skill deficiencies on the Board.</p> <p>At its meeting in May 2024, the Board agreed that the CEO should contact BA to see what BTAS' involvement will be with The Nationals 2025 which will be held in Tasmania from 12-27 November 2025. Should BTAS send someone to The Nationals 2024 to see how it runs and what is required for The Nationals 2025? BA's Andrew Howie has advised that he did not feel that BTAS would be required to send anyone to the Gold Coast to learn what is involved. Our main involvement in 2025 will be:</p> <ul style="list-style-type: none"> • Assist host venues with finding additionally volunteers, officials if needed. Our regions umpires' committee etc could assist with this. • Involvement in welcome/ closing functions and presentations. 	<p>CEO to report back to the next Board meeting.</p>
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<ul style="list-style-type: none"> • BPL Selection Procedures. • 2024 State Grant Funds. • Under 18 issues – Meeting with Parents, guardianship issues and coaching assistance. 	<ul style="list-style-type: none"> • Sourcing wheelchair ramps onto the green etc if the host venue does not have them. (Lynne McDougall advised that this has been done – she can get one from Howrah and one from the Department of Education, Children and Young People.) • Help source local accommodation and transport options for STA's and BA. <p>It was agreed that the Board should form a Committee closer to the event to organise anything required of BTAS by BA for The Nationals 2025.</p> <p>At the Special Board meeting on 8 August 2024, it was agreed that the BPL Terms of Reference should be updated to reflect that the BTAS Board will be responsible for the selection of the BPL Coach, the BPL Selection Panel will be responsible for the selection of BPL players and such selections need to be ratified by the BPL Committee and the BTAS Board. This has been done and the updated BPL Terms of Reference were approved.</p> <p>The 2024 State Grant Funds have now been received.</p> <p>There was a compulsory meeting with parents / guardians, officials and State Under 18 players at Kings Meadows on 11 August 2024 to outline the actions taken by BTAS for the 2024 National Championships, to clarify what is expected of the team, team officials and parents / guardians, to make sure everyone understands everything in the same way, to provide an opportunity for anybody present to ask questions; and build esprit de corps amongst the travelling group. President Bernard Knight and the CEO were present and addressed the group.</p>	<p>CEO to forward a copy of the Terms of Reference to the Committee.</p>
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<ul style="list-style-type: none"> • Bowling Arm events not to be advertised as BTAS events. • Matters referred from RCC meeting May 2024. 	<p>BA's Rebecca Van Asch was also in attendance and gave an inspirational talk to the group about her journey and what it took to become an Australian player.</p> <p>Guardianship letters have been signed by parents who will not be attending the championships or who will not be travelling with the team to and/or from the championships.</p> <p>Mark Strochnetter has agreed to assist with coaching at the Under 18 Championships and will help look after the boys. Danny Patmore will also assist and will help look after the girls.</p> <p>BA conducted a compulsory online webinar on 14 August 2024 with all STAs CEO's and Under 18 coaches and managers to discuss new 2024 Under 18 Nationals integrity, behaviour and education expectations.</p> <p>BA will be conducting a further online training and education session on 26 August 2024 with all of the above plus all Under 18 selected players and their parents /guardians.</p> <p>No action was taken on this matter.</p> <p><u>Venue for January Gala Week.</u></p> <p>At the January RCC meeting, David Gewin advised that feedback from players indicated that it was difficult to find accommodation in Hobart in January 2024 for Gala Week. Could Gala Week in January be swapped with another region each year it is due to be held in Hobart? It was agreed that January Gala Week continue to be rotated around the regions and the entrants be advised to book their accommodation early to ensure that they can find suitable accommodation at a reasonable price.</p>	<p>CEO to report back to next RCC meeting.</p>
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	<p><u>Review of centralisation of Senior SWC for 2024-25.</u></p> <p>At its meeting in May 2023, the Board agreed that Senior SWC would be centralised in the North for the 2023-24 season for a trial period of one season and then review the situation after that. In September 2023, the Board agreed that the format of both Open and Senior SWC be changed such that SWC for 2023-24 and 2024-25 would become four teams consisting of the State team, BN, BNW and BTS, instead of the current situation whereby the host region provided a “second” team for the next two seasons.</p> <p>Regions were asked what their position was on Senior SWC remaining centralised in the North for 2024-25. BN and BNW were in favour of it continuing to be centralised in the North, However, BNW is not a fan of sending umpires – BN should provide its own umpires. BTS wants to revert to the way it was but replace the State team with a second team from the region but allow that region to play a number of Under 60 players who can be seen by the Selectors in the lead up to becoming eligible to play Seniors. BTS also believed that it should not have to provide umpires in the North.</p> <p>It was agreed that Senior SWC would remain centralised in the North for another 12 months and be reviewed after that. It was further agreed that the requirement that BNW and BTS provide an umpire for each round of Senior SWC be changed to ask them to provide an umpire each round if possible.</p> <p><u>Suspension Policy</u></p> <p>Refer Matters Arising above.</p>	<p>CEO to advise regions.</p>
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<ul style="list-style-type: none"> Australian Sports Commission's Sports Governance Standards (Game Plan). 	<p><u>Live Streaming Issues.</u></p> <p>At the May 2024 RCC meeting, Aaron Page noted that BTAS was having some issues with live streaming. He suggested that BTAS investigate changing its internet provider to someone like Starlink satellite internet. To address the Facebook issues with Switcher Studios, he suggested that BTAS consider seeking streaming expertise to sort this out (which would come at a cost). It was agreed to investigate these matters, however, due to more pressing commitments this has not been done. BTAS will not be using its live streaming equipment until these problems have been sorted out.</p> <p><u>Regional assistance for BTAS events.</u></p> <p>At the May 2024 RCC meeting, Aaron Page suggested that regional officials who assisted running BTAS events should be provided with the same things such as meals etc that BTAS officials receive, and this should be built into BTAS Conditions of Play. It was agreed to investigate this matter. This is already in State Events Conditions of Play. The host club and host regions are advised of this prior to each event.</p> <p><u>BTAS Volunteer Position.</u></p> <p>At the RCC meeting in May 2024, rather than look for a volunteer, Aaron Page suggested that BTAS consider employing someone to help run Gala Week etc – for example Warren Groves – rather than trying to find a volunteer. Refer to Matters Arising above.</p> <p>This was completed on 8 August 2024. The Board needs to identify key actions for improvement based on the outcomes. President Bernard Knight and the CEO are meeting with Active Tasmania on 22 August 2024 to discuss the outcomes.</p>	<p>CEO to address live streaming issues.</p> <p>CEO to report back to next RCC meeting.</p> <p>CEO to report back to next RCC meeting.</p>
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	All other matters arising have been actioned.	
6) Inwards / Outwards Correspondence	<p>The CEO circulated a correspondence report prior to the meeting. Moved: John Glisson Seconded: Lynne McDougall “that the inwards correspondence be received, and the outwards endorsed”. Carried</p> <p>Highlighted items were discussed as follows:</p> <ul style="list-style-type: none"> • Complaints re alleged assault at Burnie on 25 May 2024 – This matter is in the hands of Tasmania Police. • Ian Williams resignation as Chair of Bowling Arm Tasmania Committee – Agreed to accept resignation with regret. Peter Thow has been appointed Acting Chair until the position is advertised. • St Helens Invitation to Club's 70th Anniversary on 22 September 2024 – Agreed to decline invitation and wish them well on their milestone achievement. • RSL Tasmania – Advised that RSL bowls clubs in Tasmania cannot put RSL logo on their uniforms without RSL Tasmania approval – noted. 	<p>CEO to write to Ian Williams.</p> <p>CEO to write to St Helens.</p>
7) Reports		
a) President	<p>Bernard Knight circulated his report prior to the meeting.</p> <p>Bernard has previously advised that this will be his last year as his six-year maximum tenure on the Board finishes.</p>	

	The Board needs to start thinking about a succession plan for the next President, including a possible change of the constitution to include a position of Deputy President.	
b) Treasurer	David Back circulated his Financial Reports prior to the meeting. Moved: Phil Prouse Seconded: Lynne McDougall “that the reports for June 2024 and July 2024 and payments therein be ratified”. Carried	
c) CEO	Rob McGuire circulated his CEO report prior to the meeting. Highlighted items were discussed as follows: <ul style="list-style-type: none"> • Changes to the Bowling Arm and the Para National teams – Ratified by the Board. • BPL#20 and #21 team of Rebecca Van Asch, Rob McMullen and Taelyn Male with Chris Dudman as Coach – Ratified by the Board. It was agreed to write to Mark Strochnetter and thank him for his efforts as BPL coach since the Tasmania Tridents were admitted to the BPL. • Amendment to Code of Conduct Policy to apply to bowling arm events and national championships as well – Approved by the Board. 	CEO to contact team members and advertise on Facebook and website. CEO to write to Mark Strochnetter. CEO to post amended policy on website.
d) Board Member Portfolios	<u>Diversity & Change, Integrity and Complaints</u> – John Glisson - No report received. The BTAS Disciplinary Policy has been usurped by BA National Integrity Framework policies, however, its Complaints, Disputes and Discipline policy does not cover all State and local issues. John advised that he will prepare a draft policy to fill the void. He undertook to work with the Suspension Policy Committee as required.	John Glisson to prepare a draft State Complaints, Disputes and Discipline Policy.

	<p><u>Junior Development</u> - Jane Pickett – No report received.</p> <p><u>Bowls Premier League</u> – Phil Prouse – As per his written report received prior to the meeting.</p> <p><u>Para Bowls</u> – Lynne McDougall – As per her written report received prior to the meeting. Lynne advised that she is going to research a pathway for bowlers with an intellectual disability at a state and national level for lobbying of BA re same.</p> <p><u>Officiating and Bowling Arm</u> – Leonie Price – As per her written report received prior to the meeting. Leonie advised that BA has still not supplied official recognition to the five successful Presenters & Assessors candidates who undertook the BA course in January 2023. The CEO undertook to contact the BA CEO regarding this matter.</p>	CEO to contact BA CEO.
e) Club Support Manager Tasmania	Carolyn Docking - No report received.	
8) Monitoring of Strategic Plan	It has previously been agreed that each meeting one outstanding item will be addressed within the Operational Plan with the aim of trying to progress these actions. No action was taken this meeting. If any Board Member is interested in overseeing this action, please contact President Bernard Knight.	
9) General Business		
a) Next RCC Meeting.	It was agreed that the next RCC meeting will be held on Monday 23 September 2024 at 11am via Zoom. Leonie Price and Tracey Little advised that they will be apologies for that meeting.	CEO to advise regions.

<p>b) Committee Terms of Reference</p> <p>c) Attendance of BPL Committee Chair at BPL events.</p> <p>d) Attendance of BPL Selector at a future BPL event.</p> <p>e) Travel arrangements re The Nationals</p>	<p>Bernard Knight advised that it had been previously decided that the Administration Assistant (Lynne McDougall) of the BPL Committee was a non-voting member of the Committee – it varies from Committee to Committee if they are voting or not. Vicki Bassett is the Minute Secretary on the JDC Committee and is non-voting as well. It was agreed that both should be voting members of their respective Committees. It was further agreed that the Terms of Reference for all Committees be reviewed to address any such inconsistencies.</p> <p>At its meeting in April 2024, the Board resolved that the Chair of the BPL Committee or their nominee attend at least some of all future BPL events so that they can attend BPL licensee meetings in person. It was agreed that this should happen only if meaningful topics were being discussed.</p> <p>It was agreed that the new BPL Selector, Phil Hobbs, should be sent to BPL#21 at Moama in February 2025.</p> <p>The CEO reported that he has spent a lot of time organising logistics for State team members who wish to organise their own travel arrangements including accommodation for The Nationals 2024. Should all team members be required to travel and stay with the team? It was agreed that the CEO should talk to other STA CEO's to ascertain what happens in other States and Territories.</p>	<p>CEO to amend BPL and JDC Terms of Reference.</p> <p>CEO to review all Committee Terms of reference to address any inconsistencies.</p> <p>CEO to advise BPL Committee and Phil Hobbs.</p> <p>CEO to contact other STA CEO's and report back to a future Board meeting.</p>
<p>10) Close and Date of Next Meetings</p>	<p>Meeting closed at 9.10pm.</p> <p>The next meeting will be held via Zoom at 7pm on Wednesday 18 September 2024. Leonie Price advised that she will be an apology.</p>	